

RECORD OF TEACHER INTERNSHIP YEAR (RTIY)

Teacher Intern: _____

SSN: _____ Grade/Content Area: _____

Intern Address: (Complete current mailing address is necessary for issuance of Certificate.)

School: _____ District: _____

Principal: _____

Resource Teacher: _____

TE/IS: _____

DATES OF OBSERVATIONS	FIRST	SECOND	THIRD	OTHER
Principal	_____	_____	_____	_____
Resource Teacher	_____	_____	_____	_____
TE/IS	_____	_____	_____	_____

DATES OF COMMITTEE MEETINGS:

FIRST (ORIENTATION) _____ SECOND _____ THIRD _____ FOURTH _____

NUMBER OF INSTRUCTIONAL DAYS THAT WILL BE COMPLETED BY END OF SCHOOL YEAR

Full Year _____ # of days (A minimum of 140 instructional days is required)

First Semester _____ # of days or Second Semester _____ # of days (a minimum of 70 instructional days is required)

_____ The intern is recommended for certification.

In Cycle 3, the intern's performance on each component has been rated DEVELOPING or higher by the committee members.

_____ The intern is not recommended for certification.

In Cycle 3, the intern's performance on one or more components has been rated as INEFFECTIVE by the committee members.

ORIENTATION MEETING CHECKLIST

The committee and intern will meet to:

1. Exchange contact information with the intern and all committee members.
2. Review all KTIP materials, processes, and procedures.
3. Discuss the intern's **Context** with special attention to the intern's contribution to the attainment of the student growth goal.
4. Discuss the completion of the self-assessment portion as part of the **Professional Growth Plan (PGP)** and determine the timeline and procedures for administration of the **Student Voice Survey**.
5. Begin your work on **Professional Involvement** by discussing possible ways you could become actively involved in your school's/district's professional community.
6. Discuss committee and intern expectations.
7. Sign off for the Orientation Meeting in the Intern Management System (IMS).

CYCLE 1 COMMITTEE MEETING CHECKLIST

Committee meets without the intern to:

1. Discuss and record the ratings and the supporting evidence for each component to reach consensus on the intern's strengths and priority areas for professional growth identified during Cycle 1.
2. Review the intern's progress on the **Professional Involvement Log**.
3. Review the status and appropriateness of the Resource Teacher's in-class and out-of-class mentoring time.

Committee meets with the intern to:

1. Discuss the ratings and supporting evidence for each of the components focusing on the strengths and priority areas for growth identified by the committee during Cycle 1.
2. Discuss the data from the **Student Voice Survey** and the strengths and priority areas for growth identified by the committee and the intern to identify the intern's professional growth activities for Cycle 2 and the assistance/resources needed for these activities.
3. Discuss the progress made on the **Professional Involvement Log**.
4. Clarify the expectations for Cycle 2.
5. Sign off for the Cycle 1 Committee Meeting in the IMS.

SUMMARY OF CYCLE 1 INTERN PERFORMANCE

Component Click for the KY Framework for Teaching & KY Teacher Standards Alignment	Principal				Resource Teacher				Teacher Educator			
1A – Demonstrating Knowledge of Content and Pedagogy	I	D	A	E	I	D	A	E	I	D	A	E
1B – Demonstrating Knowledge of Students	I	D	A	E	I	D	A	E	I	D	A	E
1C – Selecting Instructional Outcomes	I	D	A	E	I	D	A	E	I	D	A	E
1D – Demonstrating Knowledge of Resources	I	D	A	E	I	D	A	E	I	D	A	E
1E – Designing Coherent Instruction	I	D	A	E	I	D	A	E	I	D	A	E
1F – Designing Student Assessment	I	D	A	E	I	D	A	E	I	D	A	E
2A – Creating an Environment of Respect and Rapport	I	D	A	E	I	D	A	E	I	D	A	E
2B – Establishing a Culture of Learning	I	D	A	E	I	D	A	E	I	D	A	E
2C – Managing Classroom Procedures	I	D	A	E	I	D	A	E	I	D	A	E
2D – Managing Student Behavior	I	D	A	E	I	D	A	E	I	D	A	E
2E – Organizing Physical Space	I	D	A	E	I	D	A	E	I	D	A	E
3A – Communicating with Students	I	D	A	E	I	D	A	E	I	D	A	E
3B – Using Questioning and Discussion Techniques	I	D	A	E	I	D	A	E	I	D	A	E
3C – Engaging Students in Learning	I	D	A	E	I	D	A	E	I	D	A	E
3D – Using Assessment in Instruction	I	D	A	E	I	D	A	E	I	D	A	E
3E – Demonstrating Flexibility and Responsiveness	I	D	A	E	I	D	A	E	I	D	A	E
4A – Reflecting on Teaching	I	D	A	E	I	D	A	E	I	D	A	E
4B – Maintaining Accurate Records	I	D	A	E	I	D	A	E	I	D	A	E
4C – Communicating with Families	I	D	A	E	I	D	A	E	I	D	A	E
4D – Participating in a Professional Community	I	D	A	E	I	D	A	E	I	D	A	E
4E – Growing and Developing Professionally	I	D	A	E	I	D	A	E	I	D	A	E
4F – Demonstrating Professionalism	I	D	A	E	I	D	A	E	I	D	A	E

Strengths and Growth Needs

Strengths related to the components of the Kentucky Framework for Teaching:

Priority Areas for Professional Growth:

CYCLE 2 COMMITTEE MEETING CHECKLIST

Committee meets without the intern to:

1. Discuss and record the ratings and the supporting evidence for each component to reach consensus on the intern's strengths and priority areas for professional growth identified during Cycle 2.
2. Review the intern's progress on the **Professional Involvement Log**.
3. Review the status and appropriateness of the Resource Teacher's in-class and out-of-class mentoring time.

Committee meets with the intern to:

1. Discuss the ratings and supporting evidence for each of the components focusing on the strengths and priority areas for growth identified by the committee during Cycle 2.
2. Review the **Professional Growth Plan** to consider the progress made in addressing the growth areas identified.
3. Discuss the progress made in implementing the **Professional Involvement Log**.
4. Clarify the expectations for Cycle 3. Decide if the intern will video one Cycle 3 lesson for the committee or have each committee member do a face-to-face observation.
5. Sign off for the Cycle 2 Committee Meeting in the IMS.

SUMMARY OF CYCLE 2 INTERN PERFORMANCE

Component Click for the KY Framework for Teaching & KY Teacher Standards Alignment	Principal				Resource Teacher				Teacher Educator			
1A – Demonstrating Knowledge of Content and Pedagogy	I	D	A	E	I	D	A	E	I	D	A	E
1B – Demonstrating Knowledge of Students	I	D	A	E	I	D	A	E	I	D	A	E
1C – Selecting Instructional Outcomes	I	D	A	E	I	D	A	E	I	D	A	E
1D – Demonstrating Knowledge of Resources	I	D	A	E	I	D	A	E	I	D	A	E
1E – Designing Coherent Instruction	I	D	A	E	I	D	A	E	I	D	A	E
1F – Designing Student Assessment	I	D	A	E	I	D	A	E	I	D	A	E
2A – Creating an Environment of Respect and Rapport	I	D	A	E	I	D	A	E	I	D	A	E
2B – Establishing a Culture of Learning	I	D	A	E	I	D	A	E	I	D	A	E
2C – Managing Classroom Procedures	I	D	A	E	I	D	A	E	I	D	A	E
2D – Managing Student Behavior	I	D	A	E	I	D	A	E	I	D	A	E
2E – Organizing Physical Space	I	D	A	E	I	D	A	E	I	D	A	E
3A – Communicating with Students	I	D	A	E	I	D	A	E	I	D	A	E
3B – Using Questioning and Discussion Techniques	I	D	A	E	I	D	A	E	I	D	A	E
3C – Engaging Students in Learning	I	D	A	E	I	D	A	E	I	D	A	E
3D – Using Assessment in Instruction	I	D	A	E	I	D	A	E	I	D	A	E
3E – Demonstrating Flexibility and Responsiveness	I	D	A	E	I	D	A	E	I	D	A	E
4A – Reflecting on Teaching	I	D	A	E	I	D	A	E	I	D	A	E
4B – Maintaining Accurate Records	I	D	A	E	I	D	A	E	I	D	A	E
4C – Communicating with Families	I	D	A	E	I	D	A	E	I	D	A	E
4D – Participating in a Professional Community	I	D	A	E	I	D	A	E	I	D	A	E
4E – Growing and Developing Professionally	I	D	A	E	I	D	A	E	I	D	A	E
4F – Demonstrating Professionalism	I	D	A	E	I	D	A	E	I	D	A	E

Strengths and Growth Needs

Strengths related to the components of the Kentucky Framework for Teaching:

Priority Areas for Professional Growth:

CYCLE 3 COMMITTEE MEETING CHECKLIST

Committee meets without the intern to:

1. Review the intern's Cycle 3 reports for **Professional Involvement Log** and **Professional Growth Plan**. Discuss the Cycle 3 ratings and the supporting evidence for each component to reach consensus on the intern's strengths and priority areas for professional growth identified at the end of the internship. Record these strengths and priority areas for growth in the Strengths and Growth Needs section.
2. Review the status and appropriateness of the Resource Teacher's in-class and out-of-class mentoring time.
3. Determine and record the committee score for each of the components.

Committee meets with the intern to:

1. Discuss the Cycle 3 and final ratings and supporting evidence for each of the components focusing on the strengths and priority areas for growth identified by the committee during the internship.
2. Consider the implications of the data from the **Student Voice Survey**, the identified strengths, and the progress made in addressing priority areas for growth to identify possible future professional growth activities and next steps.
3. Sign off for the Cycle 3 Committee Meeting in the IMS.

SUMMARY OF CYCLE 3 INTERN PERFORMANCE

Component Click for the KY Framework for Teaching & KY Teacher Standards Alignment	Principal	Resource Teacher	Teacher Educator	Committee Score	Final Marking
1A – Demonstrating Knowledge of Content and Pedagogy	I D A E	I D A E	I D A E	I D A E	
1B – Demonstrating Knowledge of Students	I D A E	I D A E	I D A E	I D A E	
1C – Selecting Instructional Outcomes	I D A E	I D A E	I D A E	I D A E	
1D – Demonstrating Knowledge of Resources	I D A E	I D A E	I D A E	I D A E	
1E – Designing Coherent Instruction	I D A E	I D A E	I D A E	I D A E	
1F – Designing Student Assessment	I D A E	I D A E	I D A E	I D A E	
2A – Creating an Environment of Respect and Rapport	I D A E	I D A E	I D A E	I D A E	
2B – Establishing a Culture of Learning	I D A E	I D A E	I D A E	I D A E	
2C – Managing Classroom Procedures	I D A E	I D A E	I D A E	I D A E	
2D – Managing Student Behavior	I D A E	I D A E	I D A E	I D A E	
2E – Organizing Physical Space	I D A E	I D A E	I D A E	I D A E	
3A – Communicating with Students	I D A E	I D A E	I D A E	I D A E	
3B – Using Questioning and Discussion Techniques	I D A E	I D A E	I D A E	I D A E	
3C – Engaging Students in Learning	I D A E	I D A E	I D A E	I D A E	
3D – Using Assessment in Instruction	I D A E	I D A E	I D A E	I D A E	
3E – Demonstrating Flexibility and Responsiveness	I D A E	I D A E	I D A E	I D A E	
4A – Reflecting on Teaching	I D A E	I D A E	I D A E	I D A E	
4B – Maintaining Accurate Records	I D A E	I D A E	I D A E	I D A E	
4C – Communicating with Families	I D A E	I D A E	I D A E	I D A E	
4D – Participating in a Professional Community	I D A E	I D A E	I D A E	I D A E	
4E – Growing and Developing Professionally	I D A E	I D A E	I D A E	I D A E	
4F – Demonstrating Professionalism	I D A E	I D A E	I D A E	I D A E	

Strengths and Growth Needs

Strengths related to the components of the Kentucky Framework for Teaching:

Priority Areas for Professional Growth: